



Fire Prevention Fund Grant Program Scope of Work



These instructions are provided to prompt the project applicant to fully describe the proposed project. Please be sure to address each item listed below so that the full impacts of your proposed project can be considered during the project evaluation and selection phase of this grant program. For clarity, it is suggested that you utilize the headers provided below in this narrative discussion of your proposed project. This section must fully describe your proposed project and scope of work. Attach this as a separate document to your Project Application. Please include the names of both your project and the sponsoring organization within the header of all pages of this document.

A. Benefit to Owners of Structures in the State Responsibility Area (SRA)

This item is broken into project specific criteria depending on the type of project being proposed: planning, education or hazardous fuel reduction. Please only answer the set of questions in this section that pertain to your project.

Fuel Reduction Projects

1. Describe the geographic scope of the project, including the communities that will benefit, and an estimate of the number of structures within the project area.
2. Describe the goals, objectives, and expected outcomes of the project.
3. Provide a clear rationale for how the proposed project will benefit the owners of structures in the SRA.
4. Identify any additional assets at risk to wildfire that will benefit from the proposed project. These may include, but are not limited to, domestic and municipal water supplies, power lines and communication facilities.
5. Discuss how the scale of the project is appropriate to achieve the stated goals, objectives and outcomes discussed in Item 1 above.

Planning Projects

1. Describe the geographic scope of the project, including the communities that will benefit, and an estimate of the number of structures within the project area.
2. Describe how the project will assess the risks to residents and structures in the SRA and prioritize projects to reduce this risk over time.
3. Discuss previous wildfire prevention plans in the general area and how the proposed plan will add to or build upon these previous efforts.
4. Identify a diverse group of key stakeholders, including local, state, and federal officials where appropriate, to collaborate with in the planning process. Discuss how the project proponent plans to engage with these targeted stakeholders.
5. Describe the pathways for community involvement that will be incorporated in the planning process.

Education Projects

1. Describe the specific message of the education campaign and how it relates to reducing the risk of wildfire to owners of structures in the SRA.
2. Describe the target audience of the education campaign and how information will be distributed to this audience.
3. Discuss how the education campaign will raise the awareness of homeowner responsibilities of living in a fire prone environment.
4. Identify specific actions being advocated in the education material that is expected to increase the preparedness of residents and structures in the SRA for wildfire.
5. Describe the expected outcome of the education in terms of increased or changed public awareness about wildfire.

B. Relationship to Strategic Plans

1. Discuss how the proposed project supports the goals and objectives of the California Strategic Fire Plan, the local Cal Fire Unit Fire Plan, a Community Wildfire Protection Plan (CWPP), or other long term planning document.

C. Degree of Risk

1. Discuss the location of the project in relation to areas of moderate, high, or very high fire hazard severity zone as identified by the latest Fire and Resource Assessment Program maps. Fire hazard severity zone maps by county can be accessed at: http://www.fire.ca.gov/fire_prevention/fire_prevention_wildland_zones_maps.php
2. Describe the geographic proximity of the project to structures at risk to damage from wildfire in the SRA.

D. Community Support

1. Discuss any matching funds from other funding sources and any in-kind contributions that are expected to extend the impact of the proposed project.
2. Describe plans for external communications during the life of the project to keep the effected community informed about the goals, objectives and progress of the project. Activities such as planned press releases, project signage, community meetings, and field tours are encouraged.
3. Describe any plans to maintain the project after the grant period has ended.

E. Project Implementation

1. Discuss the anticipated timeline for the project. Make sure to take seasonal restrictions into account.
2. Describe the milestones that will be used to measure the progress of the project.
3. Describe measurable outcomes (i.e. project deliverables) that will be used to measure the project's success.

F. Budget

A detailed project budget should be provided in an Excel spreadsheet attached to this grant application. The space provided here is to allow for a narrative description to further explain the proposed budget.

1. Explain how the grant funds, if awarded, will be spent to support the goals and objectives of the project.
2. Are the costs for each proposed activity reasonable for the geographic area they are to be performed? Identify any costs that are higher than usual and explain any special

circumstances within the project that makes these increased costs necessary to achieve the goals and objectives of the project.

3. Discuss how the total project cost is appropriate for the size, scope, and anticipated benefit of the project.
4. Discuss any administrative expenses and clearly describe why they are necessary for successful project implementation.

E. Administration

1. Describe any previous experience the project proponent has with similar projects. Include a list of recent past projects the proponent has successfully completed if applicable. Project proponents having no previous experience with similar projects should discuss any past experiences that may help show a capacity to successfully complete the project being proposed. This may include partnering with a more experienced organization that can provide project support.
2. Identify who will be responsible for tracking project expenses and maintaining project records in a manner that allows for a full audit trail of any awarded grant funds.